

**Academic Appeal Form**

Advising Services • [www.winona.edu/advising](http://www.winona.edu/advising)

Maxwell 314 • 507-457-5878

Forms can be found at: <http://www.winona.edu/advising/probationandsuspension.asp>

**Instructions:**

* Complete all sections of this form (pages 1 & 2) and attach your **Tutoring Visits Report**, along with any other relevant documentation.
* Submit completed forms to the Warrior Success Center (Maxwell 314) or email them to [jbellman@winona.edu](mailto:jbellman@winona.edu)

|  |  |
| --- | --- |
| Name: | Student ID |
| Phone Number: | Date: |
| Current Address: | Advisor: |
| City, State, Zip: | Major: |

***CHECK EACH SECTION WHEN COMPLETE.***

**STEP 1: IDENTIFY YOUR INDIVIDUAL CIRCUMSTANCE(S)**

What prevented you from achieving good academic standing? Check all that apply.

|  |  |
| --- | --- |
|  | Personal problems (family issues, death or illness of an immediate family member, job issues etc.) |
|  | Psychological and/or physical health issues (personal injury or illness, anxiety, depression etc.) |
|  | Issues with poor organization or time management |
|  | Issues with poor study skills or other personal habits |
|  | Attempted too many classes, overloaded schedule |
|  | Other |

**STEP 2: EXPLANATION OF CIRCUMSTANCE(S).**

Attach a statement explaining the circumstances that led you to not maintaining satisfactory academic progress this past semester/year and how these circumstances have changed or will change (1-2 paragraphs).

**STEP 3: IDENTIFY YOUR STRENGTHS AND CHALLENGES.**

What are your academic strengths? For example, what are you currently doing well?

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What are your academic challenges? For example, what do you need to improve?

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**STEP 4: IDENTIFY YOUR GOALS AND ACTION PLANS.**

Attach additional pages if needed.

**Example Goal**: To attend all of my classes.

**Example Action Plan:** I will use a planner to keep my daily/weekly schedule organized.

|  |  |
| --- | --- |
| **Goal:** | **Action Plan:** |
| **Goal:** | **Action Plan:** |
| **Goal:** | **Action Plan:** |

**STEP 5: TUTORING VISITS REPORT.**

I have attached a copy of my tutoring visits report. This form is found at: <http://www.winona.edu/advising/probationandsuspension.asp>

**OFFICE USE ONLY:**

GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appeal granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Appeal denied: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments or recommendations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IDENTIFY ACADEMIC RESOURCES NEEDED.** Check all that apply.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Department** | **Location** | **For more information:** |
|  | Advising Services | Maxwell 314 | [www.winona.edu/advising](http://www.winona.edu/advising) |
|  | Career Services | Maxwell 314 | [www.winona.edu/career](http://www.winona.edu/career) |
|  | Access Services | Maxwell 314 | [www.winona.edu/disabilityservices](http://www.winona.edu/disabilityservices) |
|  | Tutoring Services | Library 220 | [www.winona.edu/tutoring](http://www.winona.edu/tutoring) |
|  | Writing Center | Minné 348 | [www.winona.edu/writingcenter](http://www.winona.edu/writingcenter) |
|  | Math Achievement Center | Tau 313 | [www.winona.edu/mathematics](http://www.winona.edu/mathematics) |
|  | TRIO: Student Support Services | Library 219 | [www.winona.edu/studentsupportservices](http://www.winona.edu/studentsupportservices) |
|  | Counseling Services | Integrated Wellness 222 | [www.winona.edu/counselingcenter](http://www.winona.edu/counselingcenter) |
|  | Inclusion and Diversity | Kryzsko Commons 236 | [www.winona.edu/culturaldiversity](http://www.winona.edu/culturaldiversity) |
|  | International Student Office | Kryzsko Commons 233 | [www.winona.edu/international](http://www.winona.edu/international) |
|  |  |  |  |
|  | **Course Information** |  | **Contact Person:** |
|  | EDUC 115: Improving Study Skills Course (1 credit, P/NC) | | Jean Bellman [jbellman@winona.edu](mailto:jbellman@winona.edu) |

**Initials of committee members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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*Updated on 3/25/2014*